

**Message: RE: website****✉ RE: website**

**From** Kraft, Emily **Date** Friday, February 10, 2017 11:10 AM  
**To** Koerner-Bean, Connie  
**Cc**

Hi Connie - I will work with ITSD to get your access level changed.

**From:** Connie Koerner-Bean [mailto:[ckbean@ccsomo.org](mailto:ckbean@ccsomo.org)]  
**Sent:** Thursday, February 09, 2017 7:02 PM  
**To:** Kraft, Emily  
**Subject:** Re: website

Case managers do their own data entry and I oversee it. How do I go about getting a higher oversite level?

On Thu, Feb 9, 2017 at 4:12 PM Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)> wrote:

It looks like you were set up with employee-level access. At the employee level, you are only able to see clients assigned to you, and it appears that you do not have any assigned to you at this time.

As program manager, do you do all the data entry for your case managers or do they do their own data entry?

From: Connie Koerner-Bean [mailto:[ckbean@ccsomo.org](mailto:ckbean@ccsomo.org)]  
Sent: Thursday, February 09, 2017 4:07 PM  
To: Kraft, Emily  
Subject: Re: website

[Inline image 1]  
When I hit "Select" I get the word "select" and no clients.

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On Thu, Feb 9, 2017 at 3:35 PM, Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)>> wrote:  
Hi Connie – Can you show me screenshots of what you're doing/seeing?

From: Connie Koerner-Bean [mailto:[ckbean@ccsomo.org](mailto:ckbean@ccsomo.org)] Sent: Thursday, February 09, 2017 3:33 PM To: Kraft, Emily Subject: website

Hi again, Emily, I am in the new website and cannot see any clients or reports. I am the Program Manager for A2A and I think I should be able to pull up those we currently have enrolled. Can you help me with this?

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